



# City of Santa Barbara

## DEVELOPMENT APPLICATION REVIEW TEAM (DART) SUBMITTAL PACKET

- ☐ DART Application Submittal Requirements\*
- ☐ Project Plan Requirements
- ☐ Hazardous Waste and Substances Requirement
- ☐ The 30-Day Development Application Review Process
- ☐ Planning Commission & Staff Hearing Officer Process

**Note:** Please submit a completed [Master Application](#) and [Planning Commission & Staff Hearing Officer Submittal Cover Sheet](#) with your initial submittal.

\* ***Additional handouts that applicants may need to obtain and are available online (<http://www.santabarbaraca.gov/Resident/Home/Forms/planning.htm/>), include:***

- 1) Coastal Development Permit Submittal Packet
- 2) Condominium Conversion Packet
- 3) Subdivision Ordinance
- 4) Visual Aid Submittal Packet

\*\* ***Projects which require Planning Commission approval, also require review by the [Pre-Application Review Team \(PRT\)](#) prior to submitting for Planning Commission (PRT Review is a pre-application concept review meeting with City Staff from various City departments).***

\*\*\* ***Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.***

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# City of Santa Barbara

## DART APPLICATION SUBMITTAL REQUIREMENTS

The following information is ***required*** for project analysis and scheduling for review and decision. Applications that do not contain full and complete information will not be accepted, but will be returned to you for completion.

We strongly encourage that you review all files and archived plans for your project site prior to submittal. Resources such as the Santa Barbara Municipal Code (SBMC), handouts, guidelines, Street and Planning Files (a.k.a. LDT Record Archives), parcel and case information can be found online via links on our “[Planning Central](http://www.santabarbaraca.gov/Resident/planning)” page at <http://www.santabarbaraca.gov/Resident/planning>. Or, you can look at these documents at the Records and Archives counter (located at 630 Garden St., (805) 564-5554). Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578, or by appointment with a Case Planner at (805) 564-5470. Please note that we are closed every other Friday.

### Please submit the following information:

#### 1. COMPLETED MASTER APPLICATION FORM:

- ☐ a. Project Address
- ☐ b. Assessor’s Parcel Number(s) and Land Use Zone(s)
- ☐ c. Existing use(s)
- ☐ d. Construction Type
- ☐ e. Complete Project Description (detailed description in letter, see below)
- ☐ f. Approval(s) requested
- ☐ g. Proposed use(s)/Occupancy
- ☐ h. Owner and Agent - Name, Address (include Zip Code), Phone Number, & E-mail Address - give a numbered address [not “the corner of...”]
- ☐ i. Square footage, number of existing and proposed structures, number and size of existing and proposed units
- ☐ j. Lot size (gross and net)
- ☐ k. Signature of Applicant/Agent **and** Property Owner

#### 2. LETTER FROM APPLICANT: *(addressed to Decision-maker)*

- ☐ a. Include what discretionary approval is being sought (i.e., “I am seeking a Conditional Use Permit and need Planning Commission approval”.)
- ☐ b. Include a detailed description of the proposed project. This may include, but not be limited to, the following information:
  - ☐ 1) Uses of existing and proposed structures.
  - ☐ 2) Square footages of existing and proposed structures.
  - ☐ 3) Demolition or removal of any structures.
  - ☐ 4) Site square footage and acreage.
  - ☐ 5) Removal of any existing trees or significant vegetation.
  - ☐ 6) Relevant drainage information.
  - ☐ 7) Parking and landscaping statistics.

- ☐ 8) Proposed grading to occur with cut and fill given in cubic yards of soil and whether balanced onsite or import/export is involved. If import/export is involved, identify source or disposal site.
- ☐ 9) Identify adjacent surrounding land use designations and zone districts to the north, south, east, and west.
- ☐ 10) Provide answers to the following questions:
  - ☐ i. Does the proposed project include added exterior lighting? If yes, please describe locations, type, height, etc.
  - ☐ ii. Would the proposed project involve the creation of smoke or odors? If yes, describe the source and its location.
  - ☐ iii. Would the proposed project involve the creation of new noise sources? If yes, describe the source and its location.
  - ☐ v. Have geotechnical studies (e.g., soils reports, earthquake fault location studies, geology reports, etc.) previously been prepared for the project site? If yes, please provide a copy with your application and explain how the recommendations have been addressed in the project.
  - ☐ vi. Have resource or constraint studies (e.g., biological assessment reports, archaeological reports, historic structures reports, etc.) previously been prepared for the project site? If yes, please provide a copy with your application and explain how the recommendations have been addressed in the project.
  - ☐ vii. Are there any existing or proposed designated recreational trails or easements traversing the project site?
  - ☐ viii. Is the property located adjacent or near a creek or other water course?
  - ☐ ix. Who provides sewer services? Is it on septic?
  - ☐ x. Who is the water purveyor?
- ☐ 11) Describe demolition and construction activity in detail, including the following:
  - ☐ i. Identify the estimated duration of demolition.
  - ☐ ii. Identify the estimated duration of grading.
  - ☐ iii. Identify the estimated duration of construction activity.
  - ☐ iv. Identify the number of workers and number and type of equipment necessary for each phase of demolition, grading, and construction.
  - ☐ v. Identify equipment and construction materials staging area(s).
- ☐ 12) **Subdivisions (including Condominium projects) that involve two (2) or more residential units/lots are subject to the Inclusionary Housing Ordinance (SBMC §28.43).** Describe compliance (*if applicable*).
- ☐ 13) Any additional pertinent information (i.e., number of bedrooms, number of restaurant seats) and any other information as required by City Staff.
- ☐ c. Provide the following dates for the pre-application reviews which have taken place within a maximum of six (6) months prior to the date of application:

Airport Commission

Meeting Date: \_\_\_\_\_

Architectural Board of Review	Meeting Date: _____
Historic Landmarks Commission	Meeting Date: _____
Harbor Commission	Meeting Date: _____
Modification Hearing Officer	Meeting Date: _____
Parks & Recreation Commission	Meeting Date: _____
Planning Commission Action	Meeting Date: _____
City Council Action	Meeting Date: _____
Other _____	Meeting Date: _____

- ☐ d. Provide any relevant information on previous contact/correspondence with City staff.
- ☐ e. Include a discussion justifying the project, including background and reasons. This is your opportunity to explain your proposed project goals and why you are seeking approval.
- ☐ f. Indicate the significant issues and problem areas, as you understand them.
- ☐ g. Hazardous Materials.
  - ☐ 1) Would the proposed project involve use or disposal of hazardous materials? Is there any known site contamination from hazardous materials? Are there any abandoned oil wells in the area? If yes, has remediation been completed in accordance with State requirements? If yes, please provide evidence of compliance.
  - ☐ 2) Pursuant to the Permit Streamlining Act (PSA), the applicant is required to submit a signed statement indicating whether the proposed project site or any alternative site(s) is on the lists of hazardous waste sites maintained by the Secretary for Environmental Protection. Provide a copy of any environmental site assessments prepared for the proposed project site and any alternative site(s). If the proposed project site or any alternative site(s) is on the lists of hazardous waste sites maintained by the Secretary for Environmental Protection, a signed statement must be submitted. See attached statement.

**3. PRT/DART LETTER:** *(If the project has had previous PRT or DART reviews.)*

- ☐ a. Include a copy of the last PRT or DART Letter **and** how you addressed the comments.
- ☐ b. You **must** contact the assigned Case Planner to set up an appointment for submittal of your project. (Projects that have previously gone through the PRT or DART process have been assigned a Case Planner and will not be accepted by Planning Counter Staff.) If the previous Case Planner is no longer assigned to the project, please contact the Development Review Supervisor in order to get a new case planner assigned to the project.)

**4. PLANS:**

10 copies of plans - folded to 8 1/2" x 11". (Minimum acceptable sheet size is 18" x 24") Please note that additional sets of plans may be required, depending on the scope of the project.

- ☐ a. Refer to the ***Project Plan Requirements section*** for required information on plans.

- ☐ b. All applications for subdivisions shall be required to provide a Tentative Map. See SBMC Chapter 27.07.030 for Tentative Map requirements.

**5. PHOTOGRAPHS:** *(Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Design Review, etc.).)*

- ☐ a. Current color photographs of the site from the street, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s).

Include a composition panoramic view of the site within the context of the surrounding neighborhood.

Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3"x5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable.

Mount and **label** each photograph for submittal on foldable 8½" x 11" heavy paper (loose photographs are **not** acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper.

- ☐ b. Include a map showing locations where photographs were taken.

**6. PUBLIC NOTICE REQUIREMENTS:**

- ☐ a. Property Owner mailing labels. The City will provide property owner labels for a fee. Otherwise, please obtain the "Mailing Label Preparation for Property Owners" handout for more information on the required noticing distance and how to prepare mailing labels for your project. If you are preparing the labels, be sure to include labels for all involved applicants (i.e., agent, architect, etc).

- ☐ b. Tenant mailing labels. If the project site is located within the City's Coastal Zone or the project involves a Condominium Conversion, tenant mailing labels are required to be submitted. Please obtain the "Mailing Label Preparation for Residential Tenants" handout for more information on the required noticing distance and how to prepare mailing labels for your project. (Please note that the City does not provide this service.)

- ☐ c. Affidavit signed by the person who compiled the mailing labels, if the labels were not prepared by the City.

- ☐ d. On-site posting must be installed during the ten (10) calendar days prior to **ANY** mailed noticed hearing for the project and during the entire construction of the project. At the time of submittal for a project which is required to be noticed, the City will provide the applicant with a yellow pre-printed sign. The sign must be filled out, and placed on or within 2 feet of the property line of the subject site, so that it can be easily read by pedestrians on the public right-of-way.

**7. HYDROLOGY CALCULATIONS:** *(Contact Public Works Engineering staff with any related questions at (805) 564-5552.)*

- ☐ a. Applicant shall indicate how site drainage is being transmitted through the subject property to the public right-of-way or to a natural watercourse. Indicate all existing and proposed drainage conveyance systems located on the proposed project site. Submit hydrology calculations for the 25-year and 100-year storm events. Indicate the 100-year inundation areas and overload escape route(s).

OR

- ☐ b. Provide documentation that the Public Works Engineering Division staff has waived the hydrology calculations requirement.

8. **SPECIAL STUDIES:** *(If the project has had previous PRT or DART reviews and special studies and/or reports were requested such as Historic Structures Report, Traffic Study, Geo-technical Report, Biological Assessment, etc.)*

9. **COASTAL REVIEW:**

- ☐ a. If the project requires a Coastal Development Permit (CDP), submit the completed Coastal Development Permit Application. The property owner on the CDP application **must** match the signature on the Master Application.
- ☐ b. Submit two sets of Tenant Labels and a signed affidavit as outlined in the “Mailing Label Preparation for Residential Tenants” handout.
- ☐ c. **PROJECTS IN THE APPEALABLE JURISDICTION:**  
Include the geology reports where the information has been derived from:
- 50-foot setback from the edge of the coastal bluff
  - 75-year geologic cliff retreat setback area.

10. **CONDOMINIUM CONVERSIONS:**

If the project requires a Condominium Conversion Permit, review the [Condominium Conversion Packet](#) and submit the following with your application:

- ☐ a. A Physical Elements Report and show compliance with the recommendations outlined in the report.
- ☐ b. Proof of on-site tenant notification 60 days prior to filing application in accordance with SBMC 28.88.100.

11. **PRELIMINARY TITLE REPORT:**

- ☐ a. Two (2) copies of a current preliminary title report (issued within three (3) months of the application date) for all involved parcels. The Title Report **must** show ownership and all easements. *(Following review of the preliminary title report, copies of easement documents referred to in the preliminary title report may be required.)*
- ☐ b. Property owner must match signature on the Master Application.

12. **TENANT DISPLACEMENT ORDINANCE:**

- ☐ a. If a residential unit is being demolished or converted as part of the proposal, the project is subject to compliance with SBMC §28.89. If so, provide a demolition plan. Submit proof of notice to tenants which is required before application submittal. A proof of payment is required prior to building permit issuance. This does not apply to illegal dwelling units.

13. **COVER SHEET:**

- ☐ a. Submit a completed Planning Commission Submittal Cover Sheet (*lilac*) with **ALL** of your submittal

14. **FEES:**

- ☐ a. To be paid in the amount indicated on the fee resolution adopted by the City Council.

**15. PROCESSING INFORMATION:**

- ☐ a. Upon submittal of your application, a case planner will be assigned. (Projects that have previously gone through the PRT or DART process have already been assigned a Case Planner.) The Case Planner is responsible for coordinating the staff review of your application. The Case Planner can also answer any questions you may have regarding your application. Please note that representatives from Building & Safety, Public Works Engineering, Public Works Transportation Planning and the Fire Department are also assigned to your project. In order to maintain consistency in the processing of your application, it is highly recommended that you confine your questions to the staff members assigned to your case unless otherwise directed.
- ☐ b. During review of the application, additional information and studies may be necessary before the application is determined to be complete and additional processing can occur. The Case Planner will notify you if additional information and studies are required.
- ☐ c. Prior to the application being scheduled for Planning Commission review, additional copies of plans submitted will be necessary. The Case Planner will notify you of the number of additional plans required.
- ☐ d. Visual Aids: The Planning Commission conducts regular site visits to project sites, generally the Tuesday morning prior to the scheduled hearing date. The Commission has requested that markers be provided on the site for all projects that may have size, bulk and scale, visual impacts or view issues, to provide a basic visual representation of project size and scale. The Case Planner will advise you when deeming your application complete, whether this will be required. Please refer to the “Visual Aid Submittal Packet” for more information.
- ☐ e. As part of deeming the application complete, 8½” x 11” reductions of the site plan, elevations and/or Tentative Map (for subdivisions only) must be provided to the Case Planner. Please review your completeness letter for any additional information required and related timelines.
- ☐ f. The owner and/or agent will be sent an agenda and legal notice in the mail concerning the application hearing date and time.





# City of Santa Barbara

## PROJECT PLAN REQUIREMENTS

This is a detailed list of project plan requirements for the Planning Division. **Some items may not apply to your particular project.** For instance, projects receiving Conceptual Review only at a design review board may provide significantly less information, while other projects may require more information. Contact Planning counter staff or your designated case planner to determine whether or not an item is required.

**Note:** The minimum acceptable sheet size for plans is 18" x 24" and the maximum size is 36" x 42". Plans must be complete, accurate and DRAWN TO SCALE. Plans must also be legible and able to be scanned for archival purposes.

### I. PROJECT DATA – *GENERAL (see samples at the end of this document)*

- ☐ 1. Project Address(es)
- ☐ 2. County Assessor's Parcel Number(s) (APNs)
- ☐ 3. Land Use Zone District(s)
- ☐ 4. General Plan Land Use Designation(s)
- ☐ 5. Property Owner(s) – Name, Address, Phone Number
- ☐ 6. Architect/Designer – Name, Address, Phone Number
- ☐ 7. Sheet Index (for plan sets with more than five sheets)
- ☐ 8. List of applicable Building Codes for the project (e.g., California Building Code, CA Energy regulations, Ordinance #5440)
- ☐ 9. Existing and Proposed Lot Size (Net and Gross Area)
- ☐ 10. Average Slope of Property for every lot (per SBMC §28.15.080)
- ☐ 11. Grading (in cubic yards, includes recompaction)
  - ☐ a. Cut and/or fill under the main building footprint
  - ☐ b. Cut and/or fill outside the main building footprint
  - ☐ c. Include the amounts of import/export/offsite/onsite
- ☐ 12. Construction Type and Occupancy Group
- ☐ 13. High Fire (YES/NO)
- ☐ 14. Flood Plain (YES/NO)
- ☐ 15. Scope of Work – Project description shall include all work proposed as part of the project. Include the existing and proposed use(s) of all buildings or structures and whether the work is to abate violations from outstanding enforcement cases and/or a Zoning Information Report (reference the appropriate ENF and/or ZIR case number).

### II. PROJECT DATA – *SPECIFIC (if applicable)*

- ☐ 1. **For Enforcement Cases ONLY**, reproduce the Building and Safety "Notice of Violation" on the plans.
- ☐ 2. **For Single Family Residences over 4,000 square feet ONLY (prior to Project Design Approval)**, show how the project meets the standards for a Three-Star rating of

the Santa Barbara Built Green Program. Reproduce the checklist on the plans and register the project on the SBCA website at <http://www.builtgreensb.org/home.html>

- ☐ 3. **For Building Permit Applications ONLY**, if the plans are drawn by a licensed design professional, a wet signature and wet stamp are required.
- ☐ 4. **For Projects with Planning Commission or Staff Hearing Officer approval ONLY**, reproduce a legible copy of the signed Final Resolution at the front of the plan set.
- ☐ 5. **For Projects with Conditions of Approval ONLY**, reproduce all board or commission conditions of approval, environmental conditions, or mitigation measures on the plans (e.g., tree protection measures, archeological monitoring requirements, historic structures report conditions)

### **III. PROJECT DATA – FLOOR AREA AND USES** *(Provide both NET and GROSS floor area)*

- ☐ 1. Existing floor area and uses
- ☐ 2. New or proposed floor area and uses
- ☐ 3. Floor area to be converted (e.g., garage to living space)
- ☐ 4. Floor area and uses to be demolished
- ☐ 5. Floor area (and uses, if applicable) to be remodeled
- ☐ 6. Total detached “accessory” buildings (e.g., tool shed, workshop)
- ☐ 7. Garages and carports
- ☐ 8. Basements/cellars
- ☐ 9. Patios/decks (covered and uncovered)
- ☐ 10. New non-residential floor area subject to SBMC §28.87.300 (i.e., Measure E)
- ☐ 11. Floor area of each FLOOR separately (e.g., 1<sup>st</sup> floor, 2<sup>nd</sup> floor)
- ☐ 12. Floor area of all BUILDINGS on site separately (e.g., Unit A, Unit B)
- ☐ 13. If multiple residential units, include TOTAL floor area of each unit
- ☐ 14. If mixed-use, total all residential and non-residential floor area separately
- ☐ 15. “Grand Total” floor area of all buildings/structures on site

### **IV. PROJECT DATA – RESIDENTIAL PROJECTS ONLY**

- ☐ 1. Number of Residential Dwelling Units (existing, proposed, and demolished)
- ☐ 2. Residential Density, if applicable
  - ☐ a. Number of bedrooms in each unit if using variable density
  - ☐ b. Minimum lot area requirements for each unit
  - ☐ c. Slope density, if applicable
- ☐ 3. **For Single Family Residences ONLY**, determine the Maximum Net Floor Area and Floor to Lot Area Ratio (FAR), if required, per SBMC §28.15.083. Reproduce the City’s [FAR Calculator](#) on the plans
- ☐ 4. **For Single Family Residences ONLY**, provide the amount of basement/cellar FAR discount, if applicable per SBMC §28.15.083

### **V. PROJECT DATA – PARKING**

- ☐ 1. Existing Number of Parking Spaces (covered and uncovered)

- ☐ 2. Required Number of Parking Spaces per the Zoning Ordinance (covered and uncovered)
- ☐ 3. Proposed Number of Parking Spaces (covered and uncovered)
- ☐ 4. Any Special Parking Circumstances (e.g., Zone of Benefit, Central Business District, mixed use, building greater than 10,000 s.f., nonconforming parking, off-site parking agreement)
- ☐ 5. Number of Restaurant Seats (interior and exterior) or Hotel Rooms, if applicable
- ☐ 6. Existing and Proposed Number of Bicycle Parking Spaces

## **VI. PROJECT DATA – LOT COVERAGE DATA**

Provide as shown:

LOT COVERAGE	EXISTING	PROPOSED
Building	_____ s.f. ____%	_____ s.f. ____%
Paving/Driveway	_____ s.f. ____%	_____ s.f. ____%
Landscaping	_____ s.f. ____%	_____ s.f. ____%
<hr/> TOTAL LOT AREA	<hr/> _____ s.f. 100%	<hr/> _____ s.f. 100%

## **VII. SITE PLAN – VICINITY MAP**

- ☐ 1. Major Streets and Surrounding Properties to the Project
- ☐ 2. North Arrow – Show both Reference North and True North
- ☐ 3. Project Site identified

## **VIII. SITE PLAN – ZONING REQUIREMENTS**

- ☐ 1. Required Setbacks
  - ☐ a. Front
  - ☐ b. Interior
  - ☐ c. Rear
- ☐ 2. Location and Height of all Fences, Hedges, Walls or Screens (Existing and Proposed)
- ☐ 3. Required Open Yard Area – Show Size, Dimensions, and Location
  - ☐ a. Single Family Residence Zones (SBMC §28.15.060.C)
    - ☐ i. Required 1,250 s.f. open yard; and
    - ☐ ii. Required 160 s.f. flat area for open yards with >20% average slope
  - ☐ b. Two-Family Residence Zones (SBMC §28.18.060.C)
    - ☐ i. Required 1,250 s.f. open yard
    - ☐ ii. Private outdoor living space (4+ units only)
    - ☐ iii. Alternative open yard and private outdoor living space for accessory dwelling units
  - ☐ c. Multi-Family Residence Zones (SBMC §28.21.081)
    - ☐ i. Method A: private outdoor living space – labeled for each unit; and
    - ☐ ii. Method A: 10% open space area – not including setbacks; and
    - ☐ iii. Method A: 225 s.f. (15'x15') common open yard area; or
    - ☐ iv. Method B: 15% common outdoor living space

## IX. SITE PLAN – BUILDING AND STRUCTURE LOCATIONS

- ☐ 1. True North Arrow
- ☐ 2. Scale – 1/8" Scale is Preferred for Site Plans
- ☐ 3. Show all existing and proposed Public and Private Streets, Alleys, Driveways, Paseos, and Turnarounds that abut the Property.
- ☐ 4. Paved Areas – Identify Materials (permeable or non-permeable)
- ☐ 5. Location of All Existing, Proposed, and Demolished Vehicle and Bicycle Parking
  - ☐ a. Show dimensions, transition areas, and all maneuvering areas
  - ☐ b. Show entrance and exit points
  - ☐ c. Indicate slope of driveway and length of driveway throat
  - ☐ d. Note location and dimensions of pedestrian walkways to building entrances
  - ☐ e. Dimension the parking stalls, drive aisles and bay widths, and number the spaces
  - ☐ f. Show angle of parking spaces
  - ☐ g. Show the pedestrian site triangle, if required per SBMC §28.90.001.11
  - ☐ h. Show any loading areas/spaces (see SBMC §28.90.001)
- ☐ 6. Improvements in the City Right-of-Way
  - ☐ a. Existing and proposed improvements/repairs to curb, gutter, sidewalks, bike lanes, utilities, water and gas meters, and driveway entrance(s)
  - ☐ b. Indicate width of the sidewalks, City right-of-way and edge of street pavement
  - ☐ c. Existing and proposed curb cuts within 50 feet of the property frontage
- ☐ 7. Property Lines – Dimensions and Bearings
- ☐ 8. Easements – Location and Dimensions of Existing and Proposed (e.g., sewer, water, drainage, utilities, view, access)
- ☐ 9. Utility Connections – Existing and Proposed
- ☐ 10. Location of any Wells, Power Poles, Street Lights, Fire Hydrants, and nearest Transit Stops
- ☐ 11. Topography – Grade Levels on Site and within 5' of the Property Lines
  - ☐ a. Use 5-foot contour intervals; for driveways use 1-foot contour intervals. Extend contours 100 feet on all sides beyond the proposed project site.
  - ☐ b. Natural drainage patterns, culverts, drainpipes, existing and proposed drainage
  - ☐ c. Adjacent creeks or watercourses; flood plain or flood way
  - ☐ d. Top of creek bank calculation per SBMC §28.87.250.3
  - ☐ e. Earthquake faults
- ☐ 12. Outline of all Existing, Proposed, and Demolished Buildings and Structures on Site
  - ☐ a. Show footprints of buildings and structures on adjacent parcels
  - ☐ b. Indicate the distance between buildings
  - ☐ c. Indicate distances from all structures to property lines
  - ☐ d. Identify area of work (use clouding or shading, etc)
  - ☐ e. Identify trash enclosure/trash can storage area (See the [Space Allocation Guide for Trash and Recycling](#) for information on adequate access and drainage.)

- ☐ 13. Highlight or somehow delineate the locations of any requested Modifications.
- ☐ 14. Show compliance with the City's [Storm Water Management Plan \(SWMP\)](#) on all applicable projects. Indicate the required level (Tier 1, Tier 2, and Tier 3) and show the appropriate Best Management Practices (BMPs) on the site plan or on a separate drainage plan. For Tier 3 projects, drainage calculations must be provided (see BMP Sizing Worksheets in [Appendix D](#) of the SWMP).

## **X. ELEVATIONS**

- ☐ 1. Label each elevation (i.e., North, South, East, West)
- ☐ 2. Scale – 1/4" scale is preferred for elevations
- ☐ 3. Views of all sides of the building(s) involved in the project – clearly indicate all existing, to be demolished, and proposed new work
- ☐ 4. Grade – Existing (natural) and proposed (finished) grades
- ☐ 5. **For Projects which include grading ONLY, show** Cross-Sections for areas being cut or filled
- ☐ 6. Building Height – Per SBMC §28.04.120, measure from existing or finished grade (whichever is lower) to top of ridge, of all proposed buildings and structures involved in the project, on all elevations
- ☐ 7. **For Residential Zones ONLY**, show compliance with Solar Access Ordinance (SBMC §28.11). Please refer to the [Solar Access Packet](#).
- ☐ 8. Relative property elevations, finish floor elevations, nearest upstream manhole elevation
- ☐ 9. Outline of buildings and structures on adjacent parcels
- ☐ 10. Identify Design Review (ABR, HLC, or SFDB) approved exterior colors and materials, if applicable

## **XI. FLOOR PLANS**

- ☐ 1. Scale – 1/4" scale is preferred for floor plans
- ☐ 2. Label each Floor Plan (e.g., 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor)
- ☐ 3. Existing and Proposed Floor Plans
  - ☐ a. Complete (not partial) floor plans of all floors of all buildings
  - ☐ b. Show access, all window(s), door(s); label existing and proposed
  - ☐ c. Clearly indicate what is being removed, replaced and/or altered
  - ☐ d. Show property lines/setbacks on floor plans
- ☐ 4. Demolition Plan – Show all areas to be removed if demolition is proposed
- ☐ 5. Label all Rooms (e.g., Bedroom #1, Bedroom #2, kitchen, bathroom)
- ☐ 6. Interior Dimensions of Garage/Carports

## **XII. LANDSCAPE PLAN**

- ☐ 1. Show all existing and proposed plant material and indicate species and size
- ☐ 2. Indicate total proposed water-wise and non-water-wise planting areas in square feet and as a percentage of total area landscaped with plants. (See the [Landscape Design Standards for Water Conservation](#) handout for more details.)

- ☐ 3. Indicate type and size of existing trees (diameter measured at 4 feet above grade), and outline of canopy
- ☐ 4. Indicate extent of root zones for trees adjacent to proposed ground disturbance
- ☐ 5. Indicate with an X through trees proposed to be removed
- ☐ 6. Show required parking lot landscaping
- ☐ 7. Show existing and proposed landscaping for street parkway strips front the subject property
- ☐ 8. Indicate status of Parks and Recreation approval for any new or removed trees in the front setback or public right-of-way
- ☐ 9. Indicate the location and type of all paved surfaces
- ☐ 10. Indicate irrigation system
- ☐ 11. **For High Fire Hazard Area ONLY:** Show compliance with additional submittal requirements. (See the City of Santa Barbara Fire Prevention Bureau [High Fire Hazard Area Landscape Guidelines](#).)
- ☐ 12. **For High Fire Hazard Area ONLY:** Indicate status of Fire Department approval of new landscaping in High Fire Hazard Area
- ☐ 13. A [Compliance Statement for Low-Water Using Landscape Design](#) must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check



# City of Santa Barbara

## HAZARDOUS WASTE AND SUBSTANCES REQUIREMENT

1. Provide a copy of any environmental site assessments prepared for the proposed project site and any alternative site(s).
2. Pursuant to the Permit Streamlining Act (PSA), the applicant is required to submit a signed statement indicating whether the proposed project site or any alternative site(s) is on the lists of hazardous waste sites compiled pursuant to Section 65962.5 of the Government Code by the California Secretary for Environmental Protection and available at <http://www.calepa.ca.gov/SiteCleanup/CorteseList/>

### HAZARDOUS WASTE AND SUBSTANCES STATEMENT

Name of applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address of site (street name and number if available, and ZIP code): \_\_\_\_\_

Local Agency (city/county): \_\_\_\_\_

Assessor's book, page, and parcel number: \_\_\_\_\_

Specify any list pursuant to Section 65962.5 of the Government Code: \_\_\_\_\_

Regulatory identification number: \_\_\_\_\_

Date of list: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Note: Lead and other constituents of concern may be found in surface and subsurface soils within the city limits of Santa Barbara. Please refer to the EPA's Soil Screening Guidance: User's Guide (<http://www.epa.gov/superfund/health/conmedia/soil/pdfs/ssg496.pdf>) when disturbing soil for construction or other purposes.

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# City of Santa Barbara

## THE 30-DAY DEVELOPMENT APPLICATION REVIEW PROCESS

The following types of projects are subject to the Development Application Review Process pursuant to the Permit Streamlining Act (Gov't Code §65920-65963.1). Development Projects – Any project undertaken for the purpose of development including issuance of a permit for construction or reconstruction, including but not limited to:

- Coastal Development Permits (CDP)
- Conditional Use Permits (CUP)
- Conditional Certificates of Compliance
- Development Plan Approvals (DPA)
- Design Review Applications to the Architectural Board of Review (ABR) and Historic Landmarks Commission (HLC)
- Lot Line Adjustments (LLA)
- Modifications (Except Applications for Modifications or Performance Standard Permits only to be reviewed by the Staff Hearing Officer)
- Tentative Subdivision Maps
- Variances
- Waivers

The following types of projects are ***not*** subject to the 30-Day Development Application Review Process. However, the City makes every attempt to process these types of applications in a similar time frame as projects subject to the 30-Day Development Application Review Process:

- Annexations, General Plan Amendments, Rezonings, and Specific Plans.
- Ministerial projects including: Certificates of Compliance (with no conditions), mergers, approval of final subdivision maps, approval of design review applications that are reviewed administratively, and Coastal Exclusions.
- Administrative appeals.

The City strives for excellence in customer service in all areas of land development. In order for City staff to be efficient and timely in its review of your application, it is imperative that your application contains the information as listed in the Submittal Requirements handout for the appropriate hearing body.

**Applications not containing the information as listed in the Submittal Requirements handout for the appropriate hearing body may not be accepted for processing.**

Once you have submitted your proposed project's application and it has been accepted for processing, it will be reviewed in accordance with the provisions of the Permit Streamlining Act §65943. For applications requiring Planning Commission/Staff Hearing Officer review, a Case Planner from the Planning Division will be assigned to your project. The Case Planner will be the lead contact regarding your application. For applications only requiring ABR, HLC, or SFDB review, the lead contact regarding your application will be the ABR, HLC, or SFDB staff planner. Any questions or concerns you may have relative to the processing of your application should be directed to the Case Planner or ABR, HLC, or SFDB staff planner at (805) 564-5470.

The City has 30 days from the date the application is accepted for processing to determine if the application is “complete” (i.e. contains all of the required information necessary for project analysis and decision). The application will be forwarded to various City departments and divisions for their review and comments. At the end of the 30-day period, the City shall transmit in writing its determination to you.

If additional information is required, the City will specify the required additional information in the letter. The application will be placed “on-hold” until the required information is received. Not later than 30-days from receipt of the additional required information, the City will again determine if the application is complete. If the application remains incomplete, the City will again transmit its determination to you and specify the additional information required. If the City determines the application is “complete,” further processing shall commence. Further processing includes environmental review of the proposed project, analysis for compliance with applicable plans, policies, ordinances, codes, etc., and action on the proposed project application by the appropriate decision-making body(ies).

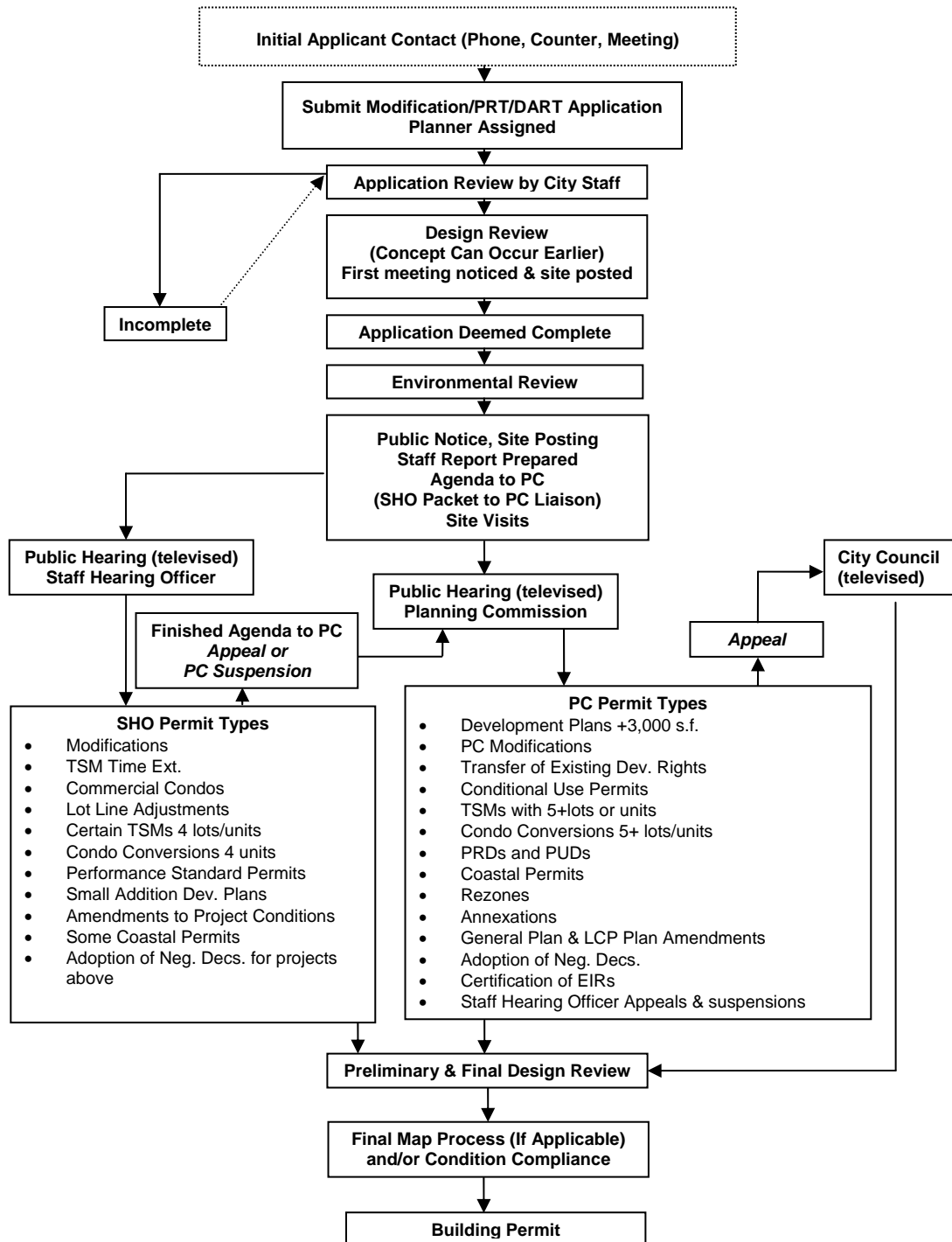
If the application is found to be incomplete, the additional information required should be submitted within 30 days of the date of the written transmission stating the requirement for additional information. If the additional information required is not received within 120 days of the date of the written transmission stating the requirement for additional information, the City will transmit in writing to you that an unreasonable delay in response to the request for additional information has transpired. If the additional information is not received within 60 days of the date of the unreasonable delay transmittal, the application shall be closed and all processing fees forfeited. Prior to the application being closed, you may request up to an additional 180 days to submit the required additional information. The request for a time extension must be in writing, addressed to the Community Development Director, and must contain justification for the delay in responding to the request for additional information. Once an application has been closed, a new, full and complete application as specified in the Submittal Requirements handout for the appropriate hearing body and payment of all applicable fees will be required in order to pursue the project.

**APPEAL RIGHTS:** If the application is found to be incomplete, you may appeal the decision to require additional information. An appeal must be filed at the Community Development Department’s Planning and Zoning Counter within 10-days of the date of the written transmittal that the application is deemed “incomplete.” The appeal must consist of written notification indicating your grievance with the determination that your application is “incomplete” and the appropriate appeal fee. The appeal will be scheduled for review by the appropriate decision making body and you will receive notice of the hearing date.



# City of Santa Barbara

## PLANNING COMMISSION & STAFF HEARING OFFICER PROCESS



**Disclaimer:** This is a basic outline of the process for Staff Hearing Officer and Planning Commission review of projects. Some projects, especially those that include annexations, General Plan Amendments or Zone Changes and those that require California Coastal Commission approval, will include additional steps. Also depending on the type of environmental documentation required, additional steps may be necessary.